



## Human Resources

DATE POSTED: January 21, 2005

REQ. # 05-022

**NOTICE OF JOB OPENING**  
**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**  
**EQUAL OPPORTUNITY EMPLOYER**

**2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652**

**Telephone (772) 462-1546 Jobline (772) 462-1967**

**<http://co.st-lucie.fl.us>**

This position will remain posted for at least five (5) working days from 01-21-05 TO 01-27-05.

DEPARTMENT/DIVISION
<b>PUBLIC WORKS – ROAD &amp; BRIDGE</b>

POSITION AVAILABLE
<b>DISPATCHER</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$10.62 / hour</b>

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE 671**  
**PAY GRADE 10**  
**SALARY : \$10.62 - \$15.97**  
**DISPATCHER**

**MAJOR FUNCTION:** Specialized work receiving, screening, and dispatching messages over a communications system.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:**

**Knowledge:** Knowledge of geography of area, its road network and surrounding area. Knowledge of rules, regulations and procedures for dispatching and controlling the work of motorized work units and equipment. Knowledge of the methods and practices of operating radio transmission equipment. Knowledge of the computer formats.

**Abilities:** Ability to work with others in a team environment. The ability to accept directions and constructive criticism from supervisors. Ability to react quickly and calmly in emergencies and to maintain a variety of simple clerical records. Ability to establish and maintain a satisfactory working relationship with co-workers and the general public. Ability to work under noted stress as required in the operation of the radio and telephone equipment.

**ESSENTIAL JOB FUNCTION:** Operates Road and Bridge radio in the dispatching of work units and receiving messages. Receives all incoming radio calls and channels them to the proper work units. Maintains and gives out requested information to all work units. Performs related work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Must have good eye sight and good hearing in both ears and be capable of wearing a head set with an ear insert device during shift hours. Must have a clear speaking voice. Use of both hand and fingers with dexterity. Occasional walking and frequent standing. Ability to lift 30 lbs occasionally. Ability to handle a high volume of stress. Good hand/eye coordination.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Constant work inside the office in a sedentary posture.

**WORK HAZARDS:** Possible vision dysfunction due to heavy computer work.

**SAFETY EQUIPMENT USED OR NEEDED:** None

**EDUCATION:** Graduation from high school or possession of an acceptable equivalency diploma, or an equivalent recognized certification.

**EXPERIENCE:** Must have worked for at least three (3) years with radio dispatch transmissions in St. Lucie County. Must have knowledge of surrounding area. A comparable amount of training and experience may be substituted for the minimum requirements.

**LICENSE, CERTIFICATION, OR REGISTRATION:** Must have a valid Florida driver's license and maintain a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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